

Approvals Committee
22 November 2005

Department of Education
Refined Approvals Process and Flowchart

Executive Summary and Recommendations

1. Introduction

During the past 12 months, the Education Department has been undertaking Approvals Visits for educational programmes for all of the 13 professions we regulate, plus Supplementary Prescribing and LA/POMs programmes.

As a result of the experience we have gained in undertaking these visits, we have become aware of the need to revise and build on the current Approvals Process flowchart. The reasons for this are:

- To include more detail in the flowchart to ensure that the process is as transparent as possible;
- To ensure that the education provider understands the role and remit of the HPC, within the confines of the Health Professions Order, 2001;
- To incorporate feedback gained from education providers, and Visitors alike, into the process;
- To ensure that timelines are clearly defined and communicated to all parties involved in the process;
- To articulate more clearly what education providers can expect from the HPC at all stages of the Approval process.

The revised Approvals Process flowchart and notes (Appendix 1) is currently undergoing internal and legal assessments, and is attached for your discussion and feedback.

Following final approval of the flowchart, the Education Department will complete the associated application form and guidance notes which will, along with the Annual Monitoring, Minor/Major change processes and guidance notes, and the SETs guidance, form part of a comprehensive information package for education providers.

2. Decision

The Committee is asked to:

Discuss and provide feedback on the attached revised Approvals flowchart.

3. Background information

There is no further background information

4. Resource implications

There are no resource implications

5. Financial implications

There are no financial implications

6. Background papers

None

7. Appendices

Appendix 1 – Approvals Process Flowchart and Notes